

Configuring Advanced Auto Attendant Schedule

You can configure your weekly schedule by clicking on the Weekly Schedule and Holidays Once in the Schedule screen, click on the Business Hours key and then click in the calendar and, while holding down the left mouse button, drag the mouse across the calendar to indicate the business hours. In the example below, the business hours are Monday - Friday from 9:00 am until 5:00 pm. Any other time are considered non-working hours.

The screenshot shows the 'Line Status' interface with the 'Schedule' tab selected. The 'Working Hours' section is active, displaying a calendar grid. The grid shows business hours from 09:00 to 17:00 on Monday through Friday. The 'Main Menu' is selected for this period. The interface includes buttons for 'Add New Period', 'Rename', 'Delete', 'Apply', and 'Cancel'. A 'Zoom In' button is also visible at the bottom of the calendar grid.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
01:00							
02:00							
03:00							
04:00							
05:00							
06:00							
07:00							
08:00							
09:00							
10:00	Working	Working	Working	Working	Working		
11:00	Working	Working	Working	Working	Working		
12:00	Working	Working	Working	Working	Working		
13:00	Working	Working	Working	Working	Working		
14:00	Working	Working	Working	Working	Working		
15:00	Working	Working	Working	Working	Working		
16:00	Working	Working	Working	Working	Working		
17:00	Working	Working	Working	Working	Working		
18:00							
19:00							
20:00							
21:00							
22:00							
23:00							

Next you will need to select any non-working days such as holidays by clicking on the calendar icon in the Periods section of the Schedule page. You can choose individual non-working days by clicking Special Days then select date(s) in the calendar, or you can use the *Choose Public Holidays* option to automatically add public holidays for your region.

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